

State of Rhode Island and Providence Plantations

INFORMATION RESOURCES MANAGEMENT BOARD

**Meeting Report
November 20, 2003**

Member	Affiliation	Attended	
		Yes	No
Thomas Collins (Chair)	OLIS-RI Department of Administration	X	
Ellen Alexander	RI Department of Corrections	X	
Stephen Alves	RI Senate		X
Gary Ciminero	RI House of Representatives—Policy Office	X	
Maggie Dziadkiewicz	Office of Higher Education		X
Nicholas Leporacci	RI Department of Mental Health, Retardation and Hospitals		X
Janet Levesque	RI League of Cities and Towns	X	
Raymond McKay	City of Warwick		X
Peter McWalters	RI Department of Elementary and Secondary Education		X
Dexter Merry	Public Telecommunications Authority		X
James R. Monti, Jr.	West Warwick School District		X
Thomas Mullaney	Budget Office—RI Department of Administration		X
Marvin Perry	RI Department of Labor and Training	X	
Joan Ress-Reeves	Library Board of Rhode Island		X
Christopher Wessells	University of Rhode Island		X
James Willis	Secretary of State's Office	X	
Don Wolfe	Member-at-Large	X	
William Wray	Citizens Financial Group		X
Other Attendees	Affiliation		
Pam Galli	RI Department of Environmental Management		
James Berard	RI Department of Corrections		
Howard Boksenbaum	OLIS-RI Department of Administration		
Carol Ciotola	OLIS-RI Department of Administration		
Joan Gammon	RI.gov		
Klaus O'Neal	Governor's MIS Office		
Beth Perry	OLIS—RI Department of Administration		
Mark Treat	Governor's Fiscal Fitness Program		
Thomas Viall	RI.gov		
Barbara Weaver	Member—Portal Review Committee		

Action Items—

- C. Cyr provided a review of Enterprise IT Architecture Planning. He will report back in 30 to 60 days with specific recommendations for Board review.
- Based on comments about duplication of efforts between NEI and the Secretary of State's Office regarding state department and community listings and a suggestion to establish a precedent for these data, T. Collins recommended that C. Cyr meet with other Board members to begin a dialog on this issue.
- Regarding an information-sharing effort between the State and municipalities, dialog will begin with the 39 municipalities or a subset of them through the creation of an ad hoc planning committee. This committee will discuss what kind of information would be provided by the State to assist municipalities with their work. This subject will be further discussed at the next IRMB meeting.

Approved Motions—

- *The October 23, 2003, Meeting Report was approved.*
- *The Board approved the advancement of V2 and the establishment of a coalition with respect to information sharing among web sites.*

Chair's Report—T. Collins reported that on October 23 he and others of the Fiscal Fitness IT Team presented recommendations to the Governor. These recommendations were also presented last week to the Executive Cabinet, and they were given a two-week period to provide written input. The Governor will then decide on which recommendations to adopt.

October 23, 2003, Meeting Report—*M. Perry moved to: Approve the October 23, 2003, Meeting Report as presented. Mr. Wolfe seconded the motion, and it was approved unanimously.*

Update: IT Architecture—T. Collins introduced Chip Cyr, a consultant working on enterprise IT architecture planning for OLIS and who was also part of the Governor's IT Task Force. Mr. Cyr distributed and reviewed a document entitled "Enterprise IT Architecture Planning—An IRMB Update."

- With respect to market research, D. Wolfe asked if the State subscribed to the Gartner Group. H. Boksenbaum replied that though OLIS does not subscribe, Gartner's research data is obtained through various sources. T. Collins noted that after having engaged Forrester Research to provide a brief assessment of the Johnston Data Center, he has been encouraged by them to use their research services and assessment skills at no cost.
- D. Wolfe noted that the human resources structure is a major issue, given the difficulty in dealing with the unions to redefine positions, etc. T. Collins concurred.
- P. Galli noted the lack of appropriate positions and/or training in the human resources structure. T. Collins believes that the State must be forward-looking rather than reactive with respect to proposed projects in order to identify the architecture and skills needed. P. Galli suggested bringing people together to provide internal training from the beginning analyst stage to product delivery.

C. Cyr stated that he would report back to the Board in 30 to 60 days with specific recommendations for Board review.

Portal Review Committee (PRC) Report—H. Boksenbaum reported that the Committee resolved to provide the Board with a demonstration of the new version of the portal—V2—and a request for its approval to proceed with its launching. T. Viall provided a demonstration of V2, together with a handout describing this new version.

- J. Gammon noted that on November 6 the Governor announced the launching of the new DMV Web Site and online passenger vehicle registration renewal service. Within 24 hours of the launch, 60 people had renewed on line. As of this date, 234 people have renewed, and a substantial amount of positive feedback has been received.
- C. Cyr asked how municipality data are updated. T. Viall replied that he works with the municipalities involved to obtain these updates.
- M. Treat asked if the portal contains a content management tool. T. Viall explained that RI.gov developed a process in-house to present and manage links.
- J. Willis said that most agencies have web sites that could provide newsworthy items. The Secretary of State's server is using RSS to feed news from site to site. J. Gammon explained that the plan for the portal is to have agencies first come to RI.gov where they will find press release and calendar tools to access for this purpose. While J. Willis thought this a fantastic plan, he cited one limitation—some agencies have developed tools and would rather use them for integration purposes. T. Viall

assured him that agencies would not be left out for this reason, noting that a process could be developed and standardized across all state agencies to share data. J. Willis stressed the need to ensure that agencies are able to use their own tools to make their data available once V2 is launched. J. Gammon agreed, noting that this particular goal is included in RI.gov's plan.

- D. Wolfe noted that RSS is a solution, but steps must be taken to ensure that it is the correct solution for governance.
- G. Ciminero believes that the Legislature could play an important role in sharing data, for example, RILIN's calendar, and stressed the need for the Portal Review Committee to address this issue as a matter of priority.
- J. Willis cited a tremendous duplication of effort between RI.gov and the Secretary of State's Office regarding state department and community listings. The Secretary of State is mandated to maintain these directories. J. Gammon viewed it as more of an enterprise effort, rather than duplicated efforts. J. Willis suggested establishing a precedent for these data by syndicating information shared among sites. He agreed that there needs to be validation with respect to using RSS as the solution to share information among state web sites. T. Collins recommended that C. Cyr meet with other Board members to begin a dialog on this issue. J. Gammon stressed RI.gov's goal—to ensure that all data are accessible through the portal.

By unanimous consent, the Board approved the advancement of V2 and establishing a coalition with respect to information sharing among web sites.

H. Boksenbaum referred members to the General Managers Report, with financials, a Proposed Project/Event Timeline for RI.gov and a listing of keynote presentations made at the NIC partner conference held in October.

- D. Wolfe asked about the purpose of the RI.gov Project Queue. T. Collins explained that it lists in-process projects, as well projects awaiting approval. It also includes time estimates of all work that serves as a project management tool to assess projects versus capacity for prioritization purposes.
- H. Boksenbaum noted that this document continues to be a work in progress and any comments to improve upon this process would be welcomed.

Fiscal Fitness Program (FFP) IT Activities—M. Treat also commented on the Fiscal Fitness presentation made to the Governor, and later to his Cabinet members. He noted that approximately 275 ideas were presented. Once the Governor selects the ideas that he chooses to pursue, he will discuss them with the Legislature and the respective unions. Once they have been vetted, final recommendations will be made public as part of the Governor's State-of-the-State message in January.

Communications Working Group (CWG) Report—H. Boksenbaum reported that: (1) The Emergency Management Agency had begun to review its three-year strategy for expending money from Homeland Security funds. Early next year \$21 million in federal funds will be allocated to Rhode Island. For this reason, the Group changed it to an open-ended plan with no termination date and submitted it to the Steering Committee, which developed a list of needs for IT communications applications that were accepted by the CWG. (2) The Statewide Radio Communication Network Plan prepared by RCC presents the statewide interoperability radio communications configuration for the state of Rhode Island. He briefly reviewed the purpose of the plan, significance of the investment, and its requirement to stretch out its implementation over a number of years. On November 25 he will present this report to the Domestic Preparedness Subcommittee with a request for endorsement. This plan will create a standard for interoperable radios that will guide the funds being allocated for communications planning and would bring the goal to have a radio architecture in place one step closer. (3) Agreement was reached with all hospitals regarding the placement of HEAR radios; they will be placed in emergency rooms. (4) RITERN installations should be completed by the end of December. (5) The CWG

responded to a request for advice from the Lt. Governor on whether or not he should endorse FCC's consensus plan on behalf of the State.

Old Business—(1) Regarding this Board's work to develop a process to gather and present tracking data in a meaningful way, T. Collins reported that J. Willis and F. Gonzalez are working to gather referral information. J. Willis provided T. Viall with the referral tree he had developed for the Secretary of State's Web Site. T. Viall noted that the portal's new version will be better able to track sites and asked J. Willis to provide as much data as possible.

New Business—T. Collins reported on an information-sharing process between the state of Utah and its communities discussed during a conference call with counterparts in the state of Utah that he participated in, together with the Secretary of State's Office and NEI. Utah took its business fast start web site and extended it to assist business people to communicate with cities and towns, as well as state agencies, for business registration. Regarding the current interaction between the state and municipalities in terms of information-sharing, he recommended that a dialog begin with the 39 municipalities—or a subset of thereof—to discuss what kind of information could be provided by the State to assist municipalities with their work. An effort for closer collaboration between the State and municipalities is the goal. The voter registration project is just getting underway in Rhode Island, and the business fast start service could link into cities and towns. He suggested that there be discussion on this matter at the next IRMB meeting through the auspice of the IRMB's ad hoc planning committee. Municipalities may also want to organize a series of meetings to discuss this topic.

- J. Levesque advised that RILOCAT's annual conference would take place in late January and could provide a good opportunity to demonstrate V2.
- M. Treat noted that integrating DMV's excise tax with city/town procurement cycles could prove beneficial.
- P. Galli suggested coordinating permitting issues with cities and towns.
- T. Collins recommended that interactions be mapped out and expanded to see which types the business process could be built around.
- D. Wolfe requested that municipalities receive information on businesses applying for licenses. J. Willis suggested providing them with the information it receives from the fast-start process. In this way, communities could be alerted to the proposed startups of new business in their communities.
- D. Wolfe requested that zoning boards be privy to this information as well. J. Willis suggested providing this information to them through an RSS feed. In this regard, communities would need to pay attention to the feed to take the information from the State. He also suggested that a fee be associated with this service. K. O'Neal noted that most municipal web masters serve part time and might need some assistance. P. Galli noted that it has been her experience that communities prefer to search for information and suggested providing a referral tool for their use.
- T. Collins suggested forming a group to attend RILOCAT's conference as a "kick off" to attract community involvement. The services offered could be presented with a request for them to sign up to work with the State on data-sharing efforts.
- D. Wolfe stated that communities should also be thinking of how to fund this effort.

Next Meeting—Thursday, December 18, 2003, at 3 p.m. in Conference Room "B" (2d floor) of the Department of Administration building.